

**Position Announcement**  
**State Court Administrator**  
**Wyoming Judicial Branch**

The Wyoming Supreme Court is seeking applications for a State Court Administrator who is a leader with excellent communication skills. The State Court Administrator serves as the liaison for the judicial branch with the legislative and executive branches as well as other public and private groups having an interest in the administration of the courts.

The State Court Administrator is responsible for implementing the rules and policies of the Supreme Court as they apply to court administration, oversees the judicial branch budget, develops and promotes statewide administrative practices and procedures, and oversees the operation of court programs and strategic initiatives. The State Court Administrator is the chief human resources officer for the judicial branch and performs duties related to fiscal operations, education, statistical caseload information, public information, court services, and many other administrative matters. The State Court Administrator supervises the Deputy State Court Administrator, and three division directors. The three divisions within administration consist of approximately 23 professionals, technical and support staff with the responsibility of providing resources to 51 Circuit Courts, District Courts, and the Supreme Court.

The State Court Administrator serves as an ex-officio member to the Wyoming Center for Legal Aid, the Wyoming Court Security Commission, the Wyoming Employee Compensation Commission, the Children's Justice Project, and the Wyoming Board of Judicial Policy and Administration. This position interacts daily with judicial officers and the public.

The successful candidate must have a Bachelor's degree in judicial administration, public administration, accounting, business administration, or equivalent degree. Preference may be given to applicants with a Juris Doctorate, Master's degree in business, or public administration. The successful applicant must have knowledge of the legal processes, and a thorough knowledge about the general rules and regulations of a judicial system. The individual selected must be able to maintain effective working relationships with staff, judges, public officials, and the public.

The annual base salary for the State Court Administrator will be between \$110,000 and \$125,000 commensurate with experience and qualifications. State of Wyoming benefits include health and dental insurance, life insurance, retirement, and annual and sick leave.

Interested and qualified candidates should submit a cover letter along with the Wyoming Judicial Branch Application located on the Wyoming Supreme Court website: <http://www.courts.state.wy.us/Documents/Administration/wsc-app.pdf> to Chief Justice E. James Burke, 2301 Capitol Avenue, Cheyenne, WY 82002.

The position is open until filled; however applications received by September 30, 2014 will be given first consideration.